



Fiscal Year 2015  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
REQUEST FOR PROPOSALS (RFP)

**PUBLIC SERVICES PROJECTS SUPPLEMENTAL INFORMATION FORM**

**1. Project Operation Information**

a. No of Years of project/program operations:	
b. Project's days of operation:	
c. Project's hours of operation:	

**2. CDBG Project Benefit**

a. CDBG Benefit Categories: Which CDBG benefit category below does your proposed project meet?		
<input type="checkbox"/>	Limited clientele (select subpart below):	
<input type="checkbox"/>	(a) Special needs group (select applicable benefit group from the list below):	
<input type="checkbox"/>	<input type="checkbox"/>	(i) Abused children
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Elderly persons 62 years or older
<input type="checkbox"/>	<input type="checkbox"/>	(iii) Battered spouses
<input type="checkbox"/>	<input type="checkbox"/>	(iv) Severely disabled adults (not children) – Census definition; documentation required
<input type="checkbox"/>	<input type="checkbox"/>	(v) Illiterate adults
<input type="checkbox"/>	<input type="checkbox"/>	(vi) Persons living with HIV/AIDS
<input type="checkbox"/>	<input type="checkbox"/>	(vii) Migrant farm workers
<input type="checkbox"/>	<input type="checkbox"/>	(viii) Homeless persons
<input type="checkbox"/>	(b) At least 51% of clientele to be served will be documented as LMI.	

b. A third-party verification method must be used to qualify for above benefit categories. Describe the methods your agency will use for qualifying incomes of clients/households:

[Type response here.]

### 3. Project Record Keeping Procedures

a. Describe the procedures your agency will use to track and monitor the progress of the project:

[Type response here.]

b. Describe your agency's record keeping procedures, with regard to the proposed project:

[Type response here.]

c. Describe the procedures your agency will use to segregate and track CDBG activities and expenditures from other agency funds:

[Type response here.]

### 4. Compliance with Federal Requirements

a. Per HUD requirements, agencies that receive federal funding must take "reasonable steps to ensure that Limited English Proficiency (LEP) persons have meaningful access to their respective programs and services." Does your agency have a Language Access Plan (LAP) to provide services to limited English proficiency persons? If not, describe how your agency will ensure LEP persons will have meaningful access to the proposed project's programs and services:

☐

Yes

☐

No

[Type response here.]

b. Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.

Describe below whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable:

[Type response here.]